

C. Black writing on white background

R. Every paragraph refers back to PR

A. Everything is aligned together except for contact info, which is grouped together

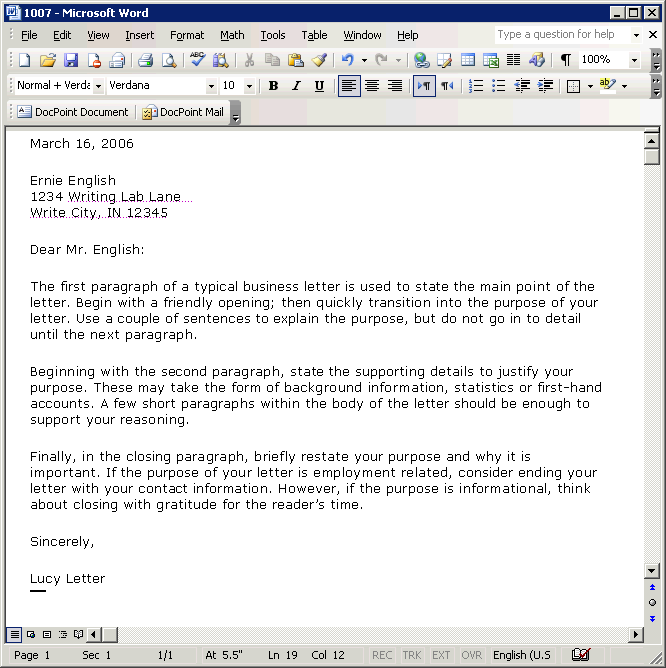
P. Everything that goes together with content is grouped together

P. To formally write a letter to someone about an exercise with PR probably for training

A. A professor

G. Letter

E. To hopefully see PR exercises put into place



C. Black writing on white background

R. Continues to tell about writing each paragraph

A. Everything is aligned to the left

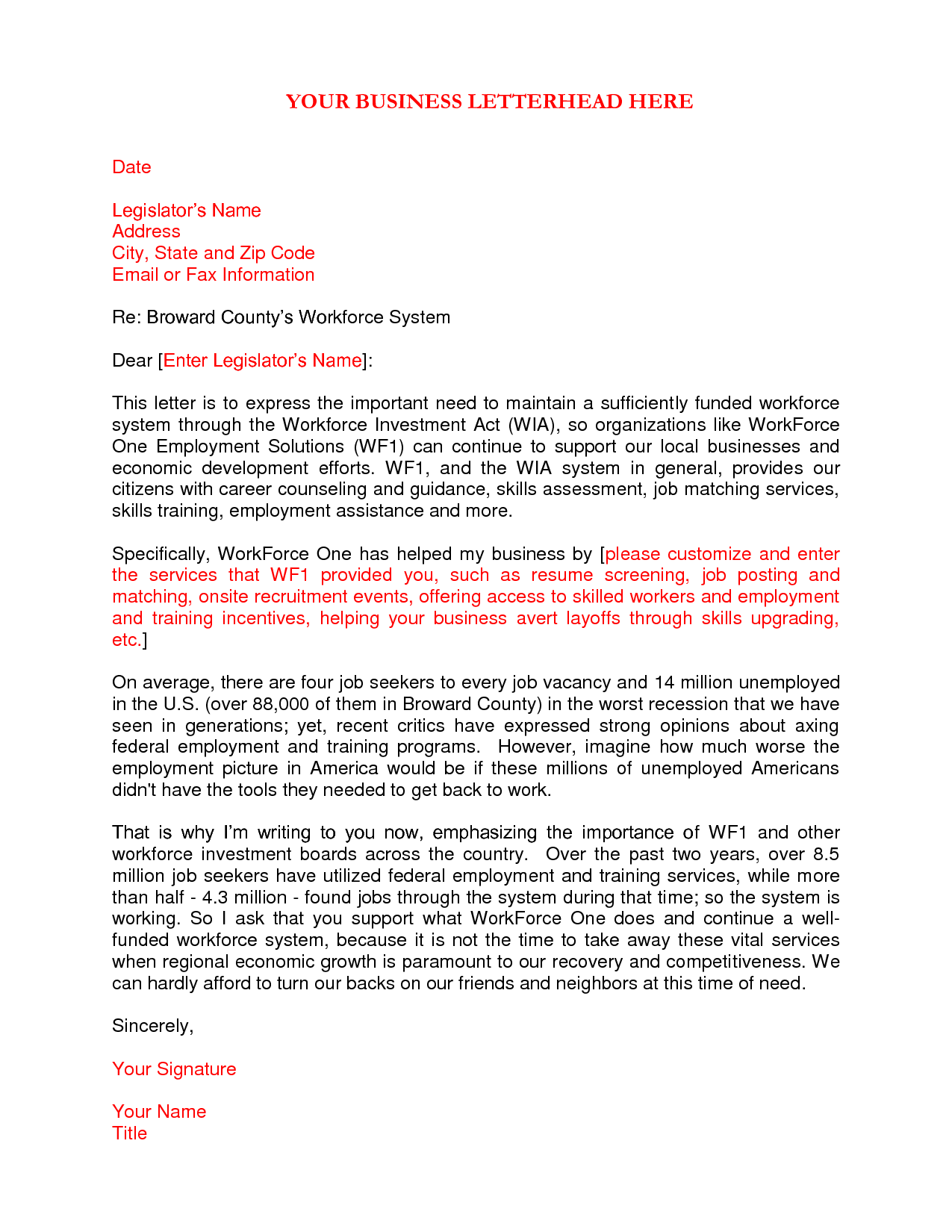
P. The paragraphs are separated with the information

P. This is giving information about how to write a business letter or email.

A. People who need help writing.

G. Letter

E. They get to help people write



C. The writing is black on a white background, which makes the letter formal

R. They repeat that they are writing about the workforce investment act

A. Everything in the body of the letter is aligned and the header is put in the center to distinguish it from the rest

P. They group what they are writing about and separate their points into paragraphs

P. To write to their town legislature about helping the workforce

A. Town legislature

G. Formal letter

E. They expect to have their request listened to